



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement (VA)
31-2013

OPEN TO: All Interested Candidates
POSITION: Travel Assistant FSN-7*; FP-07** (Please refer to the position title or VA number in your application to be considered)
OPENING DATE: September 16, 2013
CLOSING DATE: September 30, 2013
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 785,264* (Grade 7)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Travel Assistant in the General Services Office.

BASIC FUNCTION OF POSITION

Arranges for the travel of American personnel and their family members assigned to Algiers and for the travel and temporary accommodation of official visitors to Algiers. Arranges for official travel of LE staff. Uses Web pass and E2 Travel Solutions to manage assignments and obtain necessary authorizations for travel. Work with CWT travel to purchase tickets for authorized fares. Make hotel and transportation reservations. Report monthly workload to supervisor. Advise staff of regulatory requirements for travel. Arrange for visas for official travel. Requires training and responsibility for travel card purchases and reconciliation.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: Two years of collegial studies is required.

2. Prior work experience: Two years experience in Administration and one year experience in the travel field are required.

3. Language Proficiency: Level 4 English, French and Arabic is required.

4. Job Knowledge: Strong working knowledge in travel services, knowledge of FAM and FAH, E2 Travel Solutions and WebPass

5. Other Skills and abilities: Must be able to deal tactfully and effectively with US Citizen Personnel and their family members, visitors and host country officials. Demonstrate excellent written and oral communication. Problem solving skills are essential. Must have skills in all Microsoft software including Outlook, Word, PowerPoint and Excel and E2 Travel Solutions software, as well as proficiency in the use of internet search engines.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: September 30, 2013

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Travel Assistant, Vacancy Announcement # 31-2013

Point of Contact: Human Resources Office

Fax to : 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**